

MEMORANDUM



Date: March 18, 2020

To: Distribution

From:  Jenine Mehm, Senior Vice President- Administration

Subject: FMLA Forms

In light of the ongoing agency-wide strain on resources, as we continue to operate through the novel COVID-19 pandemic, we're asking for your help in keeping the processing of FMLA requests as efficient as possible. Instead of submitting your FMLA paperwork through the U.S. Mail or fax, kindly scan your forms and submit them to our email address FMLA@lirr.org. A Human Resources representative will send an email confirmation that your forms were received. Please remember to include your email address so we can reply to you. We appreciate your cooperation as we all work through these unique circumstances together.

Thank you.